

TO: Mayor and Board of Trustees
FROM: Village Administrator Steve Stricker and Staff
SUBJECT: Regular Meeting of August 22, 2011
DATE: August 19, 2011

PLEDGE OF ALLEGIANCE:

Sam Duerr, Pleasantdale Elementary School

6. ORDINANCES

A. Text Amendment (Stand-By Generators in Side Yards)

Attached is an Ordinance amending the Zoning Ordinance to permit residential stand-by generators to be located in a side yard in addition to the current regulation limiting generators to the rear yard. The Plan Commission previously recommended approval of this amendment and the Board, at its July 25, 2011 meeting, directed staff to prepare this Ordinance.

It is our recommendation: that the Ordinance be approved.

B. Special Use (Commercial Vehicle Storage (280 Shore Drive)

Attached is an Ordinance granting special use approval to allow a maximum of 12 delivery vans to be stored outside of the building at 280 Shore Drive. The petitioner intends to operate a newspaper distribution facility from this location. The Plan Commission previously recommended approval of this special use and the Board, at its July 25, 2011 meeting, directed staff to prepare this Ordinance.

It is our recommendation: that the Ordinance be approved.

C. Variation/Conditional Sign Approval (Tartan Ridge Subdivision)

Attached is an Ordinance granting conditional sign approval and approving a sign variation for a subdivision entryway sign for the Tartan Ridge Subdivision. Conditional sign approval is required for all subdivision entryway signs and the variation is limited to a small portion of the sign that exceeds the maximum 4 foot height limit. The Plan Commission previously recommended approval of this amendment and the Board, at its July 25, 2011 meeting, directed staff to prepare this Ordinance.

It is our recommendation: that the Ordinance be approved.

D. Amend Ordinance – STOP Sign on Dolfor Cove

The Village of Burr Ridge Engineering Division has performed a regulatory analysis of a resident request for STOP sign placement at the intersection of Dolfor Cove and Leonard Lane (see attached).

The Engineering Division finds that regulatory guidance, practical evaluation, engineering judgment, and field observations do warrant placement of STOP signs at the subject location.

Therefore, it is our recommendation: that the Ordinance establishing a STOP sign control at the intersection of Dolfor Cove and Leonard Lane to control southbound vehicles on Dolfor Cove, requiring a STOP at the intersection of Leonard Lane, be approved.

7. RESOLUTIONS

A. Vacate Utility Easement (220-240 Shore Drive)

Please find attached a Resolution vacating a utility easement located on the properties at 220-240 Shore Drive. The easement runs between the buildings on each of these properties. The owner received zoning approval earlier this year to construct an addition to connect the two buildings and consolidate the properties and the building. The easement does not contain any utilities nor would it ever be needed especially given the consolidation of the two lots and the two buildings. Vacation of the easement is necessary prior to construction of the building addition.

It is our recommendation: that the Resolution be adopted.

8. CONSIDERATIONS

A. Design Concepts for County Line Road Bridge over I-55

Village Staff has met with our consultants, Hitchcock Design Group, on several occasions over the past couple of months to develop recommendations concerning the design of bridge enhancements, the free standing columns, sculptures, accent lighting, retaining walls, landscaping, irrigation, guard rails and signage throughout the project. Tim King and Becky Molthise, of Hitchcock Design Group, will be present on Monday evening to present the schematic design recommendations (see attached report). Once accepted, these schematic design principles will be presented to both IDOT and the Federal Highway Administration for their concurrence.

It is our recommendation: that the recommendations regarding the schematic design elements incorporated in the overall County Line Road Bridge over I-55 Project be accepted.

B. Space Needs Committee Recommendation – Design Consultant

The Space Needs Committee received proposals from four firms to provide interior design services for the complete renovation of both the Village Hall Board Room and Conference Room. The proposal includes schematic design services, along with the preparation of contract documents and project supervision.

On Tuesday, August 16, the Committee interviewed two firms:

<u>Design Firm</u>	<u>Proposed Price</u>
Interior Environments, Inc., Burr Ridge	\$13,850 + expenses (not to exceed \$4,150)
Whitney, Inc., Oak Brook	\$16,000

After careful consideration, the unanimous recommendation of the Space Needs Committee is to hire Interior Environments, Inc., of Burr Ridge (see attached proposal). This decision was made based on the experience of the principal officer of the firm, who will be working with the Village, Ms. Josephine Goetz, as well as her overall approach to the project.

It should be noted that, in addition to hiring a design consultant, the Space Needs Committee will also be recommending the hiring of an audio/visual consultant for an amount between \$5,000 and \$7,500. A final decision on the hiring of an A/V consultant will be presented to the Village Board once we have had an opportunity to discuss this matter with the design consultant.

It is anticipated that programming and schematic design phases will take approximately two months, with the construction document phase to take one month. It is hoped that bids could be sent out in mid-December and an award of contract could be made by mid-January, with the work to be completed by the end of the fiscal year.

It is our recommendation: that the recommendation of the Space Needs Committee to contract with Interior Environments, Inc., of Burr Ridge, for interior design services for the Village Hall Board Room and Conference Room Renovation Project in the amount of \$13,850 plus expenses not to exceed \$4,150 be approved.

C. Financial Reports – FY 10-11 Year-end; FY 11-12 First Quarter

Please find attached a Power Point presentation that I will be presenting on Monday evening, which indicates that the FY 10-11 Budget came in at a surplus amount of \$47,331 and that the first quarter FY 11-12 overall revenues are close to meeting projections. Also, the reports indicate that the recent changes enacted with the Police Pension Reform Bill approved earlier this year will have a positive effect on future year property tax levies.

D. Video Tape Plan Commission Meetings

On May 9, the Village Board discussed the possibility of broadcasting Plan Commission meetings on our cable TV channel. \$8,625 was budgeted in FY 11-12 for this purpose. At that meeting, the Board decided to table discussion on this matter for three months, in light of budget concerns and until a decision was reached in Springfield regarding Local Government Distributive Funds.

Board direction is requested.

E. Replacement Police Officer

A Police Officer vacancy currently exists due to the fact that former Officer Kevin Glinski has applied for and has received approval for a non-work-related disability through the Police Pension Fund. Attached please find a report from Police Chief John Madden, which indicates that, without this position, the Police force will be down to 26 sworn Officers, but will still be able to maintain existing minimum service levels. What will occur, however, will be an increase in overtime for training and increased overtime for call-back if one or more employees are off due to injury.

Due to the continued uncertainty regarding the Budget, **it is my recommendation** that a final decision on whether or not to fill this position be tabled until during the FY 2012-13 Budget process.

F. 2011 Pavement Marking Program

The Burr Ridge Engineering Division has prepared contract documents and solicited bids for the 2011 Pavement Marking program. The pavement marking program is typically scheduled for each fall, following completion of the annual resurfacing program. The 2011 budget includes \$20K for pavement marking improvements.

A bidder solicitation was published in the Illinois Department of Transportation Construction Bid Notice bulletin, and area contractors were contracted directly to notify them of the project. Three bids were received for this project. The Engineer's estimate is \$20,000.00. The low bid for this project is from Superior Road Striping, in the amount of \$15,905.79. The bid results are as follows:

Engineer's Estimate	\$ 20,000.00
Superior Road Striping	\$ 15,905.79
Mark-it Corporation	\$ 18,521.72
Marking Specialists	\$ 28,757.70

It is our recommendation: that the contract for the 2011 Pavement Marking program be awarded to Superior Road Construction in the amount of \$15,905.79.

G. Proclamation – Constitution Week

Attached please find a Proclamation designating September 17-23, 2011, as “Constitution Week” in the Village of Burr Ridge. Approval of this Proclamation was requested by Jane Hopson, Regent of the Captain Hubbard Burrows Chapter-Hinsdale, of the Daughters of the American Revolution.

It is our recommendation: that the Proclamation be approved.

H. Approval of August 8, 2011 Vendor List

Enclosed is the August 8, 2011, Vendor List in the amount of \$74,893.55 for all funds, plus \$223,105.53 for payroll, for a grand total of \$297,999.08.

It is our recommendation: that the August 8, 2011 Vendor List be approved.

I. Approval of August 22, 2011 Vendor List

Enclosed is the August 22, 2011 Vendor List in the amount of \$665,498.83 for all funds, plus \$187,721.97 for payroll, for a grand total of \$853,220.80. The Vendor List includes the following special amounts:

- \$210,255.63 – Chicagoland Paving for payment #1 of 2011 Road Resurfacing Program
- \$ 11,655.00 – Kubota ZD326S replacement mower with deck

It is our recommendation: that the August 22, 2011 Vendor List be approved.